

Employment Probation Expectations

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to welcome you to [Company Name]. As discussed during your interview process, your employment is subject to a probation period of [insert duration, e.g., 3 months]. This period allows both you and the company to evaluate your fit within the team and is a vital step in your employment journey.

Objectives and Expectations:

- Demonstrate a clear understanding of your role and responsibilities.
- Meet performance metrics and deadlines as outlined in your job description.
- Engage positively with colleagues and contribute to team projects.
- Seek feedback and demonstrate willingness to adapt and improve.
- Participate in any required training and development programs.

You will receive regular feedback from your supervisor, [Supervisor's Name], to assess your progress during this probation period. A formal review will take place on [insert review date].

We are excited about the potential contributions you will bring to [Company Name]. Please do not hesitate to reach out if you have any questions or need further clarification regarding your role or expectations.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]